

# **STI OFFICE 7.0 DATA STANDARDS**

## **Quick Reference Guide**

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**NOTE: New data standards are signified by  
highlighted text**

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# **Purpose**

The purpose of the STI Data Standards document is to give Kentucky schools and districts a set of guidelines for entering data into STI Office. This document lists the table and element names with a screen print of the required locations. The data tables listed are required by Kentucky Department of Education for schools to enter in the system for their school, students and teachers.

# “Daily” Menu

## Daily | Discipline Incidents

**Discipline Incidents**

Date: [ ] Location: [ ]

Date	Time	Incident Description	Infraction	Description
11/15/01	12:00PM	Fighting	J130	Fighting
1/28/03	3:56PM	Fighting/Striking Faculty/Etc	E14	Fighting/Striking Faculty/Etc
3/25/03	10:17AM	Fighting	E13	Fighting
4/04/03	8:38AM	Fighting	E13	Fighting
4/04/03	8:53AM	Fighting	E13	Fighting
4/16/03	10:00PM	Parents Fighting Male/AHS F	E13	Fighting
4/17/03	9:50AM			
9/02/03	2:40PM			
10/06/03	4:27PM			
10/14/03	8:00AM			
1/16/04	1:25PM			
2/16/04	4:27PM			
3/08/04	12:56PM			
7/02/04	10:33AM			

Edit: [Insert] [Change] [Delete]

**Record will be Added**

Incident Details:

Date: [7/02/04] Time: [11:03AM] Description: [ ]

Infraction: [Select Appropriation Action] Location: [ ]

Results: [ ] Call to Police [ ] Arrest [ ] Charges [ ] Civil Proceedings

Flags: [ ] Gang Related [ ] School Sponsored Event

Violations: [ ] Weapon Involved [ ] Non-School Hours

Notes: [ ]

[OK] [Cancel]

### Table Name/Description – Discipline Incidents Table (dic tables)

#### Incident Details:

**Date:** Use the rolling date box to select the date the incident occurred

*Data Steward* - Student, Family, Community Support

*Screen* – Daily/Discipline Incidents/Change Button Box/Incident detail

**Infraction:** Select the type of infraction from drop down menu

*Data Steward* - Student, Family, Community Support

*Screen* – Daily/Discipline Incidents/Change Button Box/Incident detail

**Location:** Select the location the infraction occurred from drop down menu

*Data Steward* - Student, Family, Community Support

*Screen* – Daily/Discipline Incidents/Change Button Box/Incident details

#### Results:

**Call to Police:** Check box if incident resulted in call to police

*Data Steward* - Student, Family, Community Support

*Screen* – Daily/Discipline Incidents/Change Button Box/Results

**Arrest:** Check box if incident resulted in arrest

*Data Steward* - Student, Family, Community Support

*Screen* - Daily/Discipline Incidents/Change Button Box/Results

**Charges:** Check box if infraction resulted in charges being filed  
*Data Steward* - Student, Family, Community Support  
*Screen* - Daily/Discipline Incidents/Change Button Box/Results

**Civil Proceedings:** Check box if incident resulted in civil proceedings  
*Data Steward* - Student, Family, Community Support  
*Screen* - Daily/Discipline Incidents/Change Button Box/Results

**Flags:**

**Gang Related:** Check box if incident was Gang Related  
*Data Steward* - Student, Family, Community Support  
*Screen* - Daily/Discipline Incidents/Change Button Box/Flags

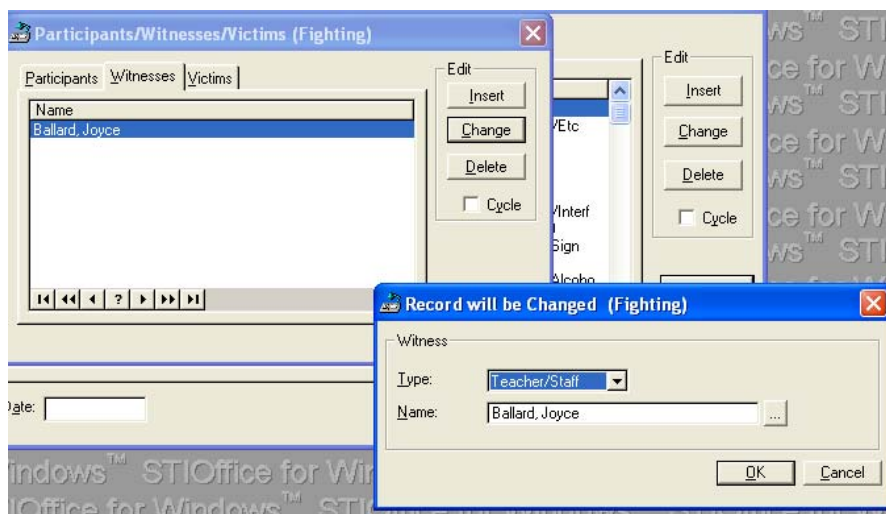
**School Sponsored Event:** Check box if incident happened at a school-sponsored event  
*Data Steward* - Student, Family, Community Support  
*Screen* - Daily/Discipline Incidents/Change Button Box/Flags

**Violations:**

**Law:** Select the Law Violation Code from the drop down menu  
*Do not choose a Board violation if you have selected a Law violation*  
*Data Steward* - Student, Family, Community Support  
*Screen* - Daily/Discipline Incidents/Change Button Box/Violations

**Board:** Select the Board Policy violated from the drop down menu  
*If the incident could be board or law violation, you should choose Law, the most severe*  
*Data Steward* - Student, Family, Community Support  
*Screen* - Daily/Discipline Incidents/Change Button Box/Violations

## Daily | Discipline Incidents | Participants



### Table Name/Description – Participants, Witnesses, Victims (div tables)

**Type:** Select from the drop down menu whether the participant, witness and/or victim is a Student, Teacher/Staff or Other  
*Data Steward* - Student, Family, Community Support  
*Screen* - Daily/Discipline Incidents/Participants button box/Insert or Change after you select the appropriate tab (Participants, Witnesses, Victims)

**Name:** Enter the full name of the participant, witness and/or victim by selecting the appropriate tab  
*Data Steward* - Student, Family, Community Support  
*Screen* – Daily/Discipline Incidents/Participants button box/Insert or Change

## Student Menu

### Students | Add/Edit Student Information | Demographics

### Table Name/Description – Students (stu tables)

**Student Number (SID):** This is your student number and should contain either the student’s social security number or a 10 digit assigned number beginning with the district and location number followed by a sequential number.

*Data Steward* – Data Policy Management and Research

*Screen* - Students/Add/Edit Student Information/Student Demographics

**Last Name:** The last name given to a student at birth or legal court documents, as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate.

*Data Steward* – Data Policy Management and Research

*Screen* - Students/Add/Edit Student Information/Student Demographics

**First Name:** The first name given to a student as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. The first name should contain the proper first name of the student, please don’t use nickname here.

*Data Steward* – Data Policy Management and Research

*Screen* - Students/Add/Edit Student Information/Student Demographics

**Middle Name:** The middle name given to a student as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. If a student does not have a middle name it should be left blank. If only the middle initial is given, do not put punctuation at the end of the letter. If a female student is married, it is acceptable to put the maiden name in the middle name field. If a student has more than one middle name, please place both names in the middle name field.

*Data Steward – Data Policy Management and Research*

*Screen - Students/Add/Edit Student Information/Student Demographics*

**Suffix:** An appendage, if any, used to denote a student's generation in his family. (e.g., Jr, Sr, III). The suffix should not contain any punctuation.

*Data Steward – Data Policy Management and Research*

*Screen - Students/Add/Edit Student Information/Student Demographics*

**Social Security #:** This field should contain the official number given by the Social Security Administration. If a student or parent refuses to give the information it should be left blank. The STI program will format the SSN with dashes for you. The field should only contain the SSN as assigned. DO NOT place the student number in the SSN field. The field should only contain the SSN as assigned. **Required for KEES report of students in grades 8-12**

*Data Steward – Data Policy Management and Research*

*Screen - Students/Add/Edit Student Information/Student Demographics*

**Mailing Address 1:** Mailing address of student; use standard USPS abbreviations: PO Box  
If mailing address is same as physical.

NO PUNCTUATION; TOGGLE CASE

View the guidelines for address standardization at

<http://www.abspresort.com/client/addstan.htm>

*Data Steward – Data Policy Management and Research*

*Screen - Students/Add/Edit Student Information/Student Demographics*

**City:** City of mailing address of student's residence

*Data Steward – Data Policy Management and Research*

*Screen - Students/Add/Edit Student Information/Student Demographics*

**State:** State of mailing address of student's residence. Use the official USPS abbreviation (i.e., KY=Kentucky, TN=Tennessee)

*Data Steward – Data Policy Management and Research*

*Screen – Students/Add/Edit Student Information/Student Demographics*

**Zip Code:** Zip Code of mailing address of student's residence - 5-digit code required; 4-digit extended zip code optional

*Data Steward – Data Policy Management and Research*

*Screen - Students/Add/Edit Student Information/Student Demographics*

**Address Unlisted:** Required to be checked if parent notifies school that address is unlisted

*Data Steward – Data Policy Management and Research*

*Screen - Students/Add/Edit Student Information/Student Demographics*

**AC/Phone:** 3-digit area code in first field, phone number in second field: FORMAT ###-####. If a student does not have a phone number, enter 000-0000

*Data Steward – Data Policy Management and Research*

*Screen – Students/Add/Edit Student Information/Student Demographics*

**Phone Unlisted:** Required to be checked if parent notifies school that phone is unlisted

*Data Steward – Data Policy Management and Research*

*Screen - Students/Add/Edit Student Information/Student Demographics*

**Physical Address 1:** *Physical* residence address for student; use standard USPS abbreviations: Court - Ct; Road - Rd; Avenue - Ave; Street - St; Boulevard - Blvd; Parkway - Pkwy; Highway - Hwy; Route - Rt; Lane - Ln; Circle - Cir; Place - Pl; Drive - Dr  
Use shortcut key F12 to copy mailing address to this line

NO PUNCTUATION; TOGGLE CASE

View the guidelines for address standardization at

<http://www.abspresort.com/client/addstan.htm>

Data Steward – Data Policy Management and Research

Screen - Students/Add/Edit Student Information/Student Demographics

**City:** City of *physical* address of student's residence

Data Steward – Data Policy Management and Research

Screen - Students/Add/Edit Student Information/Student Demographics

**State:** State of *physical* address of student's residence. Use the official USPS abbreviation (i.e., KY=Kentucky, TN=Tennessee)

Data Steward – Data Policy Management and Research

Screen – Students/Add/Edit Student Information/double click on any student-Student Demo

**Zip Code:** Zip Code of *physical* address of student's residence - 5-digit code required; 4-digit extended zip code optional

Data Steward – Data Policy Management and Research

Screen - Students/Add/Edit Student Information/Student Demographics

**Grade:** Select the appropriate grade level of the student, must be numeric, the only valid grades are 95-infants, 96-1 year olds, 97 – 2 year olds, 98 – 3 year olds; 99 – 4 year olds; 0 – Kindergarten, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 14 - self-contained special education

Data Steward – Data Policy Management and Research

Screen - Students/Add/Edit Student Information/Student Demographics

**Age equivalent:** Used only when Grade 14 (self-contained special ed) is used to designate student's grade level. In this case, the age equivalent grade is the grade level the student would be in according to their age; must be valid grade levels as identified in "Grade" item

Data Steward – Special Education

Screen - Students/Add/Edit Student Information/Student Demographics

**Original Entry:** Month, day, year (##/##/##) of an individual's initial entry into a Kentucky public school - If a student enrolls in Kentucky as an entry level student, withdraws to non-Kentucky school and returns several years later, the original entry date would NOT change. **(Initial Entry Only)**

Data Steward – School Finance

Screen - Students/Add/Edit Student Information/Student Demographics

**Race:** Use drop down menu to select General Racial Category, which most accurately reflects the individual's identity, 1-White; 2-Black; 3-Hispanic; 4-Asian/Pacific Islander; 5- American Indian/Alaskan Native; 6-Other

Data Steward – Data Policy Management and Research

Screen - Students/Add/Edit Student Information/ Student Demographics

**DOB (Date of Birth):** Month, day, year (##/##/##) on which the student was born

Data Steward – Data Policy Management and Research

Screen - Students/Add/Edit Student Information/Student Demographics

**Gender:** Select student's gender - Male or Female

Data Steward – Data Policy Management and Research

Screen - Students/Add/Edit Student Information/Student Demographics

**SES:** Select from the drop down menu the student's lunch code status:

4198-Paid Lunch

4103 Free Lunch-Eligible

4104 Reduced Lunch-Eligible

*Data Steward - School and Community Nutrition*

*Screen - Students/Add/Edit Student Information/Student Demographics*

**T-Code:** Select appropriate Transportation Code for student from drop down menu, as defined below:

NT – Not Transported

T1-Twice Daily>Mile

T2-Twice Daily<Mile

T3-Once Daily>Mile

T4-Once Daily<Mile

T5-Special Transport

*After running your 1<sup>st</sup> PA2, transportation code must be changed under "Options" button.*

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/Student Demographics*

**Schedule Type:** Required for every student to define the student's attendance day pattern

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/Student Demographics*

**Next School:** Select from the drop down menu the next school the student will be attending. This will be required only for the students in exiting grade levels, excluding graduating seniors.

*Data Steward – Data Policy Management and Research*

*Screen - Students/Add/Edit Student Information/Student Demographics*

## Students | Add/Edit Student Information | Demographics | More

**More Student Info**

School Zone:  ☐ Program 504

Resident District:

Impact Aid:

Birth Certificate #:

Verifier:

Mother's Maiden:

Citizen:

Nationality:

Birth Country:

Birthplace:

Home Language:

Native Amer Home Language:

☐ Non-English Background ☐ LEP ☐ Immigrant ☐ Migrant ☐ Refugee

☒ Internet Access ☐ Foreign Exchange ☐ Vocational ☐ Homeless ☐ PTP/Gifted ☐ E-Mail ☐ Title I

Pin Numbers:

STICaller:

STIHome:

Locker:  Comb:

Parking:  ☐ Responsible for Lock

Lives With:

Address To:

OK

**Program 504:** Select checkbox if student with disability meets the conditions under section 504 of the Rehabilitation Act

*Data Steward – Federal Programs*

*Screen - Students/Add/Edit Student Information/Student Demographics/More*

**Birth Certificate #:** A number identified by a written statement or form issued by the Office of Vital Statistics verifying the name and birth date of the child as reported by the physician attending at birth. The number used from the birth certificate is a combination of the File Number, birth year-####, and the 5 digits that follow the birth year (e.g. 116 2002 34054) **(Initial Entry Only)**

*Data Steward* – Data Policy Management and Research

*Screen* - Students/Add/Edit Student Information/Student Demographics/More

**Mother's Maiden name:** Enter the student's mother's maiden name for verification purposes only **(Initial Entry Only)**

*Data Steward* – Data Policy Management and Research

*Screen* - Students/Add/Edit Student Information/Student Demographics/More

**Citizen:** Use the drop down menu to select the status of the student's citizenship and/or residency in the United States.

*Data Steward* – Data Policy Management and Research

*Screen* – Students/Add/Edit Student Information/Student Demographics/More

**Nationality:** Select nationality of parent from drop down menu.

*Data Steward* – School Finance

*Screen* - Students/Add/Edit Student Information/Student Demographics/More

**Birthplace:** Name of county, e.g. SHELBY in which the student was born **(Initial Entry Only)**

*Data Steward* – Data Policy Management and Research

*Screen* - Students/Add/Edit Student Information/Student Demographics/More

**Home Language:** Choose from an alphabetical list of world languages. If the language is not on this list, choose other. Home language is defined as the language most frequently spoken at home. This information is obtained through question 1 on the Home Language Survey available on TransACT. In the case of a foreign born student living in an English speaking home of his/her adopted family, choose the student's native language. **If a student's Home Language is Native American, select Native American from the home language drop down menu. The next data element, Native American Home Language will become active. Then select the specific Native American Home Language from this drop down menu.**

*Data Steward* – Curriculum

*Screen* - Students/Add/Edit Student Information/Student Demographics/More

**Native American Home Language:** This drop down menu will only become available if under the Home Language drop down Native American is chosen. Choose from an alphabetical list of Native American languages. If the language is not on this list, choose 'Other'. **If a student speaks a world language this drop down menu will not be available.**

*Data Steward* – Curriculum

*Screen* - Students/Add/Edit Student Information/Student Demographics/More

**Migrant:** Migrant student is defined as an individual who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work –

(A) has moved from one school district to another;

(B) in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or

(C) resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

A migrant student may or may not be an immigrant, and may or may not be a refugee.

**KEY FEATURES:** nature of parent's work and mobility across school districts

*Data Steward* – Curriculum

*Screen* - Students/Add/Edit Student Information/Student Demographics/More

**Refugee:** Refugee is defined as a person outside of his or her country of nationality who is unable or unwilling to return because of persecution or a well-founded fear of persecution on account of race, religion, nationality, or membership in a particular social group, or political opinion. Refugee families may also have fled from war or natural disaster.

A refugee student may or may not be an immigrant or may or may not be a migrant.

**KEY FEATURE:** reason for immigration to the United States

*Data Steward – Curriculum*

*Screen - Students/Add/Edit Student Information/Student Demographics/More*

**LEP:** Check if student is a Limited English Proficiency (LEP) student. When used with respect to an individual, means an individual—

- (A) who is aged 3 through 21;
- (B) who is enrolled or preparing to enroll in an elementary or secondary school;
- (C) (i) who was not born in the United States or whose native language is a language other than English;
  - (ii)(I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and
  - (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English Language Proficiency; **or**
  - (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; **and**
- (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual—
  - (i) the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
  - (ii) the ability to successfully achieve in classrooms where the language of instruction is English; **or**
  - (iii) the opportunity to participate fully in society.

An LEP student may or may not be immigrant, migrant, and/or refugee.

An LEP student is always considered Non-English language Background.

**If LEP checkbox is selected, please click on the ellipse button to fill out required LEP information. Refer to page 12 of this document.**

*Data Steward – Curriculum*

*Screen - Students/Add/Edit Student Information/Student Demographics/More*

**Immigrant:** Immigrant student is defined as an individual who—

- (A) is aged 3 through 21;
- (B) was not born in any State (of the United States of America); and
- (C) has not been attending one or more schools in any one or more States for more than 3 full academic years.

An Immigrant student may or may not be an LEP student. An immigrant may or may not be a migrant and may or may not be a refugee.

*Data Steward – Curriculum*

*Screen - Students/Add/Edit Student Information/Student Demographics/More*

**Non-English Background:** A student has a Non-English language background if a language OTHER THAN ENGLISH is the answer to any of the following four questions in the home language survey:

1. What is the language most frequently spoken at home?
2. Which language did your child learn when he/she first began to talk?
3. What language does your child most frequently speak at home?
4. What language do you most frequently speak to your child?

A student with a Non-English language background may or may not be LEP, but an LEP student is always considered to have a Non-English Language Background.

*Data Steward – Curriculum*

*Screen - Students/Add/Edit Student Information/Student Demographics/More*

**PTP/Gifted:** Required to be checked if student is evaluated as Primary Talent Pool/Gifted and Talented. **If this checkbox has been selected, please fill out the 2004-05 Gifted User Record for student.**

**For Primary Talent Pool Student you must fill out a Gifted User Record, but leave the gifted category as default to 'Creative or Divergent Thinking' and fill out the appropriate service delivery options.**

*Data Steward – Curriculum*

*Screen - Students/Add/Edit Student Information/-Student Demographics/More*

**Title I:** Required to be checked if student is eligible or receives Title I services. NOTE: If this is a school wide program it may be set as a default in **Utilities>System Utilities>System File**

**Information>System Information Tab;** if you do this it is not necessary to select every student in the school on the demo screen.

*Data Steward – Federal Programs*

*Screen - Students/Add/Edit Student Information/-Student Demographics/More*

**Foreign Exchange:** Required to be checked if student is part of the Foreign Exchange Program

*Data Steward – Data Policy Management and Research*

*Screen - Students/Add/Edit Student Information/Student Demographics/More*

**Homeless:** Required to be checked if student is reported to be a homeless child/youth. **This indicator should be set in security to only be seen by the Homeless Coordinator.**

*Data Steward – Federal Programs*

*Screen - Students/Add/Edit Student Information/-Student Demographics/More*

**Lives With:** Use drop down menu to select the relationship to student of the person with whom he/she resides.

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/Student Demographics/More*

## Students | Add/Edit Student Information | Demographics | More | LEP ellipse button

**Record will be Added (Bargo, Travis R.)**

**LEP**

First US School Entry: [ ] Identified LEP: [ ]  
First English Speaking School: [ ] Enrolled LEP: [ ]  
Expected Exit from LEP: [ ]  
Actual Exit: [ ]

☐ Participates in CATS  
☐ Limited No Formal Schooling  
☐ Interrupted Schooling  
☐ Currently Repeating Grade Level

**Other Identification Methods**

☐ Home Language Survey ☐ Student Records  
☐ Parent Information ☐ Referral  
☐ Home Language Survey

**LEP Instructional Support**

Type	Description	T	Date	Unit
6		E	1/15/04	1.000
6		W	3/15/04	1.000

**Exit Criteria**

☐ Eng Lang Prof Assessment  
☐ Teacher Recommendations  
☐ District Assessments  
☐ Academic Progress Reports  
☐ GPA  
☐ CATS Data

**First US School Entry:** Enter month, day, year (##/##/##) the student first entered a school in the United States

Data Steward – Curriculum

Screen - Students/Add/Edit Student Information/Student Demographics/More/LEP ellipse

**Identified LEP:** Enter the month, day and year (##/##/##) the student was officially identified as LEP based on a state-approved English Language Proficiency Assessment and other sources of student information in conjunction with professional judgment.

Data Steward – Curriculum

Screen - Students/Add/Edit Student Information/Student Demographics/More/LEP ellipse

**First English Speaking School:** Enter month, day, year (##/##/##) the student first entered an English Speaking School

Data Steward – Curriculum

Screen - Students/Add/Edit Student Information/Student Demographics/More/LEP ellipse

**Enrolled LEP:** Enter the month, day, year (##/##/##) the student was officially provided English language instructional services according to the student's individual program services plan.

Data Steward – Curriculum

Screen - Students/Add/Edit Student Information/Student Demographics/More/LEP ellipse

**Expected Exit from LEP:** Enter the month, day and year (##/##/##) that an LEP student is expected to exit from LEP status. The state's Title III accountability system expects students who have had formal schooling in their native country to reach English language proficiency after five (5) years of instruction in a US school. Students with limited or no formal schooling in their country of origin are expected to reach English language proficiency after seven (7) years of instruction in a US school.

Data Steward – Curriculum

Screen - Students/Add/Edit Student Information/Student Demographics/More/LEP ellipse

**Actual Exit:** Enter the month, day, and year (##/##/##) if the student officially exits from LEP status during the school year or will exit prior to 8/1/05.

Data Steward – Curriculum

Screen - Students/Add/Edit Student Information/Student Demographics/More/LEP ellipse

**Participate in CATS:** Check this box if LEP student participates in the CATS testing during this school year

Data Steward – Curriculum

Screen - Students/Add/Edit Student Information/Student Demographics/More/LEP ellipse

**Limited or No Formal Schooling:** A student with limited or no formal schooling comes from a country where he or she has limited or no access to formal education.

Data Steward – Curriculum

Screen - Students/Add/Edit Student Information/Student Demographics/More/LEP ellipse

**Interrupted Schooling:** A student with interrupted schooling has missed school for a significant portion (a continuous month or more) of this school year, whether dis-enrolled and subsequently re-enrolled, or considered absent.

Data Steward – Curriculum

Screen - Students/Add/Edit Student Information/Student Demographics/More/LEP ellipse

**Currently Repeating Grade Level:** Currently repeating same grade level as previous year (Retention)

Data Steward – Curriculum

Screen - Students/Add/Edit Student Information/Student Demographics/More/LEP ellipse

**Other Identification Methods:** This field is used in conjunction with the results of the English Language Proficiency Assessment, to identify other methods used by the school or district to designate this student as LEP. Check any of the following options that apply:

Home Language Survey

Parent Information

Student Records

Referral



**Exit Criteria:** Choose any of the following exit criteria that apply:

English Language Proficiency Assessment

Teacher Recommendations

District Assessments

Academic Progress Reports

GPA

CATS Data

Data Steward – Curriculum

Screen - Students/Add/Edit Student Information/Student Demographics/More/LEP ellipse

**LEP Services:**



**LEP Instructional Support:** Choose ONLY ONE event code from the drop down menu. The (10) types for each student are as follows:

Type 1 – No LEP Services because parent/guardian waived services or withdrew student from services

Type 2 – No LEP Services

Type 3 – No LEP Services/Some instructional support

Type 4 – Some LEP Services/All English

Type 5 – Some LEP Services/Some native language

Type 6- Some LEP services/Significant native language

Type 7- Extensive LEP services/All English

Type 8- Extensive LEP services/Some native language

Type 9 – Extensive LEP services/Significant native language

Type 10 – LEP monitoring

**Under TYPE, please keep Entry as the default selection. There is no need to use withdrawal or reentry selections to signify a change in level of services.**

Data Steward – Curriculum

Screen - Students/Add/Edit Student Information/Student Demographics/More/LEP ellipse

## Language Proficiency Test Button

**Record will be Added (Bargo, Travis R.)**

LEP

First US School Entry: [ ] Identified LEP: [ ] Participates in CATS [ ]  
 First English Speaking School: [ ] Enrolled LEP: [ ] Limited No Formal Schooling [ ]  
 Expected Exit from LEP: [ ] Interrupted Schooling [ ]  
 Actual Exit: [ ] Currently Repeating Grade Level [ ]

Other Identification Methods:  
☐ Home Language Survey ☐ Student Records  
☐ Parent Information ☐ Referral

**Language Proficiency Tests**

**Student Tests (Bargo, Travis R.)**

Test	Description	Date	Grade	School

**Insert**

**Record will be Added (Bargo, Travis R.)**

User-Defined Test Header

Test: **IDEA Language Proficiency Tests**  
 Date: 6/17/04  
 Grade: 10  
 School: [ ]  
 Notes: [ ]

OK Cancel

**Test:** Use the drop down menu to choose between the two state-approved tests: Language Assessment Scales (LAS) OR the IDEA Proficiency Test (IPT)

*Data Steward – Curriculum*

*Screen - Students/Add/Edit Student Information/Student Demographics/More/LEP ellipse*

**Date:** Enter month, day and year (##/##/##) the specified test was taken

*Data Steward – Curriculum*

*Screen - Students/Add/Edit Student Information/Student Demographics/More/LEP ellipse*

## English Language Proficiency Assessment Ratings

### IDEA Language Proficiency Test

**IPT Oral:** Use the drop down menu – Choose from 1 – Non Speaker, 2 – Limited Speaker, 3 – Competent Speaker.

If the student took the Pre-IPT, enter the pre-IPT oral level.

**IPT Reading:** Use the drop down menu – Choose from 1 – Non Reader, 2 – Limited Reader, 3 – Competent Reader.

If the student took the Pre-IPT, enter the Pre-IPT pre-literacy level.

**IPT Writing:** Use the drop down menu – Choose from 1 – Non Writer, 2 – Limited Writer, 3 – Competent Writer.

If the student took the Pre-IPT, do not enter a writing level.

**Purpose:** Use the drop down menu – Choose from Initial identification/placement of student (Initial Place) OR Annual Progress Assessment (Progress)

## Language Assessment Scales:

LEP

First US School Entry:

First English Speaking School:

Expected Exit from LEP:

Actual Exit:

Language Proficiency Tests

Student Tests (Baird, David M.)

Test	Description	Date	Grade	School
LAS	Language Assessment Scales	6/17/04	0	

Insert  
Change  
Delete

Language Assessment Scales (Baird, David M.)

Section	ORAL	READING	WRITING	PURPOSE
LAS Scores				

Edit

Cycle

☐ Section

☐ Scores

Record will be Change...

LAS Scores-ORAL

Score:

OK Cancel

Office for Windows  
STIO  
Office for Windows  
STIO  
Office for Windows  
STIO  
Office for Windows  
STIO

**LAS Oral:** Use the drop down menu – Choose from 1 – Non Speaker, 2 – Limited Speaker, 3 – Limited Speaker, 4 – Fluent Speaker, 5 – Fluent Speaker.

If the student took the PreLAS, enter the preLAS oral level.

**LAS Reading:** Use the drop down menu – Choose from 1 – Non Reader, 2 – Limited Reader, 3 – Competent Reader.

If the student took the PreLAS, enter the PreLAS pre-literacy level.

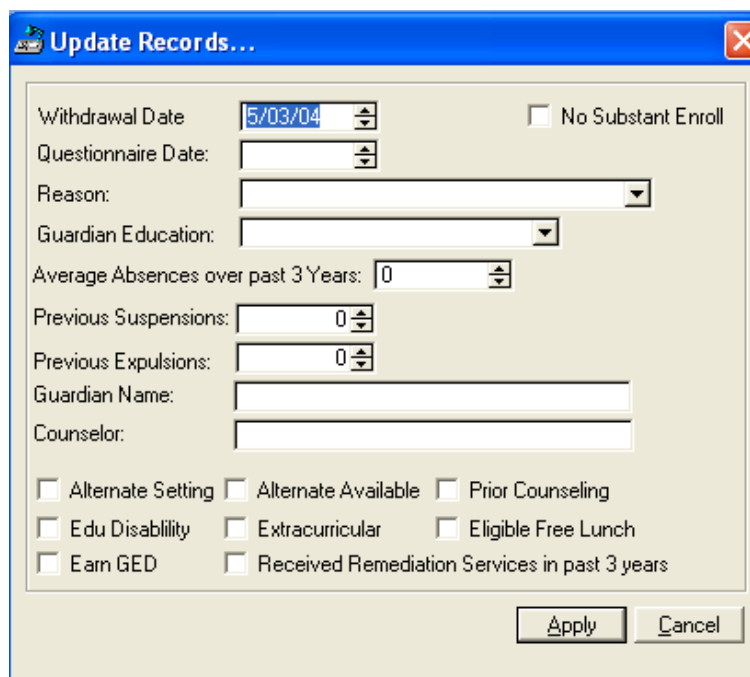
**LAS Writing:** Use the drop down menu – Choose from 1 – Non Writer, 2 – Limited Writer, 3 – Competent Writer.

If the student took the PreLAS, do not enter a writing level.

**Purpose:** Use the drop down menu – Choose from Initial identification/placement of student (Initial Place) OR Annual Progress Assessment (Progress)

## Students | Add/Edit Student Information | User Record | Dropout User Record

Required for student's who have Withdrawal Codes W6, W13, W16, W18 for Grades 7-12



**Withdrawal Date:** Enter the month, day, year (##/##/##) the student withdraws from school – must match the withdrawal date from the **Entry/Wd** screen

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/User Record/Dropout User Record*

**No Substantiated Enrollment:** Required to be checked if a student in grades 7 or above has been withdrawn and their current status cannot be established. This will allow you to exit the user record without additional entry of other fields.

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/User Record/Dropout User Record*

**Questionnaire Date:** Enter the month, day, year (##/##/##) the student completed the dropout questionnaire

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/User Record/Dropout User Record*

**Reason:** Select from the drop down menu the reason the student is dropping out of school

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/User Record/Dropout User Record*

**Average Absences over past 3 years:** Estimate the average number of absences over the past 3 years

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/User Record/Dropout User Record*

**Previous Suspensions:** Enter the number of suspensions for the student

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/User Record/Dropout User Record*

**Previous Expulsions:** Enter the number of expulsions for the student

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/User Record/Dropout User Record*

**Guardian Name:** Enter the name of the guardian

*Data Steward* – School Finance

*Screen* - Students/Add/Edit Student Information/User Record/Dropout User Record

**Counselor:** Enter the counselor who met, counseled with the student before dropping out

*Data Steward* – School Finance

*Screen* - Students/Add/Edit Student Information/User Record/Dropout User Record

**Dropout User Record Checkboxes:** Check all that apply to student:

- Alternate Setting
- Education Disability
- Earn GED
- Alternate Available
- Extracurricular
- Received Remediation Services in past 3 years
- Prior Counseling
- Eligible Free Lunch

*Data Steward* – School Finance

*Screen* - Students/Add/Edit Student Information/User Record/Dropout User Record

## Students | Add/Edit Student Information | User Record | ESS User Record

**ESS Learning Goal:** Select from the drop down menu the ESS learning goal to be reported

*Data Steward – Extended School Services*

*Screen - Students/Add/Edit Student Information/User Record/ESS User Record*

**Goal Begin Date:** Enter the month, day, year (##/##/##) the service started for the ESS learning goal

*Data Steward – Extended School Services*

*Screen - Students/Add/Edit Student Information/User Record/ESS User Record*

**Guardian Contacts:** Enter the number of times the student's guardian was contacted

*Data Steward – Extended School Services*

*Screen - Students/Add/Edit Student Information/User Record/ESS User Record*

**Hours for ESS Goal:** Enter the number of hours the student received instruction for the specific ESS learning goal (time reported per goal, not overall time-rounded to the nearest half-hour)

*Data Steward – Extended School Services*

*Screen - Students/Add/Edit Student Information/User Record/ESS User Record*

**Goal End Date:** Enter the month, day, year (##/##/##) the service ended (date student achieved goal and exited the program)

*Data Steward – Extended School Services*

*Screen - Students/Add/Edit Student Information/User Record/ESS User Record*

**Collaborative Meetings:** Enter the total number of collaborative meetings for the specific ESS learning goal

*Data Steward – Extended School Services*

*Screen - Students/Add/Edit Student Information/User Record/ESS User Record*

**Summer School:** Use the drop down menu to select if the student was served during summer school – Yes or No

**Summer school user records MUST be entered before the school performs the end of year rollover.**

*Data Steward* – Extended School Services

*Screen* - Students/Add/Edit Student Information/User Record/ESS User Record

**ESS Transported:** Check if student was provided transportation

*Data Steward* – Extended School Services

*Screen* - Students/Add/Edit Student Information/User Record/ESS User Record

**Service Models Used:** Select service models used for specific ESS learning goal-choose all that apply:

- Before School
- After School
- Evening
- Saturday
- Intersession
- Daytime Waiver

**User must choose at least one services model.**

*Data Steward* – Extended School Services

*Screen* - Students/Add/Edit Student Information/User Record/ESS User Record

**Types of Assistance:** Select the types of assistance provided to the student-choose all that apply:

- Direct Instruction
- Homework Assistance
- Study Skill
- Assessment Prep
- Counseling

**User must choose at least one type of assistance.**

*Data Steward* – Extended School Services

*Screen* - Students/Add/Edit Student Information/User Record/ESS User Record

**Results of ESS Services:** Select the results of the ESS services-choose all that apply:

- Improved Class Performance
- Graduate High School
- Promoted Next Grade
- Passed Course/Credit
- Failed to Improve

**User must choose at least one result.**

*Data Steward* – Extended School Services

*Screen* - Students/Add/Edit Student Information/User Record/ESS User Record

**Entry Level Achievement:** Select from the drop down menu the student's achievement level upon entry of ESS learning goal

- Unsatisfactory
- Does not understand content
- Understands some concepts
- Understands content
- Completely understands concepts

*Data Steward* – Extended School Services

*Screen* - Students/Add/Edit Student Information/User Record/ESS User Record

**Pre-Assessment:** Select from drop down menu what method was used for assessment of student

- Standardized
- Teacher Made
- Formal Analysis of Student Work
- Other

*Data Steward* – Extended School Services

*Screen* - Students/Add/Edit Student Information/User Record/ESS User Record

**Exit Level Achievement:** Select from the drop down menu the student's achievement level upon exit of ESS learning goal

- Unsatisfactory
- Does not understand content
- Understands some concepts
- Understands content
- Completely understands concepts

*Data Steward* – Extended School Services

*Screen* - Students/Add/Edit Student Information/User Record/ESS User Record

**Post-Assessment:** Select from drop down menu what method was used for assessment of student

- Standardized
- Teacher Made
- Formal Analysis of Student Work
- Other

*Data Steward* – Extended School Services

*Screen* - Students/Add/Edit Student Information/User Record/ESS User Record

**ESS Referral:** Select from drop down menu who referred the student to the ESS program

- Parent
- Self
- Teacher
- Other

*Data Steward* – Extended School Services

*Screen* - Students/Add/Edit Student Information/User Record/ESS User Record

**ESS Provider:** Select from drop down menu the provider of the specific ESS learning goal

- ESS Teacher
- Peer Tutor
- Student's Regular Teacher
- Other

*Data Steward* – Extended School Services

*Screen* - Students/Add/Edit Student Information/User Record/ESS User Record

# Students | Add/Edit Student Information | User Record | FRYSC User Record

Referral Number: [ ] Referral Date: [ ] Referred By: [ ]

**REFERRAL REASON(S): Check all that apply**

<input type="checkbox"/> Academic Support	<input type="checkbox"/> Employment	<input type="checkbox"/> Mental Health	<input type="checkbox"/> Peer Relations
<input type="checkbox"/> Adult/Child Protect	<input type="checkbox"/> Free Lunch Assist.	<input type="checkbox"/> Mentoring	<input type="checkbox"/> Prevention Activity
<input type="checkbox"/> Adult Ed (GED/Lit)	<input type="checkbox"/> Health Services	<input type="checkbox"/> Non-School Hour Prog	<input type="checkbox"/> Recreation/Enrich.
<input type="checkbox"/> Attendance	<input type="checkbox"/> Legal/Criminal Issue	<input type="checkbox"/> Parent/Child Activity	<input type="checkbox"/> Student Recognition
<input type="checkbox"/> Basic Needs	<input type="checkbox"/> Life Skills	<input type="checkbox"/> Parent Contact	<input type="checkbox"/> Transitional Program
<input type="checkbox"/> Behavior Problems	<input type="checkbox"/> Drug And Alcohol	<input type="checkbox"/> Parent Involvement	<input type="checkbox"/> Transportation
<input type="checkbox"/> Birth To 3 Families	<input type="checkbox"/> Crisis Intervention	<input type="checkbox"/> Parenting Skills	<input type="checkbox"/> Other
<input type="checkbox"/> Child Care			

Severity Of Issues: [ ] Anticipated Plan: [ ]

**Referral Response(s): Check all that apply**

<input type="checkbox"/> Home Visit	<input type="checkbox"/> Improved School Performance	<input type="checkbox"/> Quit School
<input type="checkbox"/> Direct Service-single visit	<input type="checkbox"/> Problems Were Resolved	<input type="checkbox"/> Case Closed
<input type="checkbox"/> Referral to In-School Program	<input type="checkbox"/> Placed in Special Ed. Class	<input type="checkbox"/> Receiving Community Based Services
<input type="checkbox"/> Referral to Community Partner	<input type="checkbox"/> Decline in School Performance	<input type="checkbox"/> Family Receiving Com. Based Service
<input type="checkbox"/> Liaison/Collab. with Teacher	<input type="checkbox"/> Retained In Grade	<input type="checkbox"/> Family Moved and left school district
<input type="checkbox"/> Liaison/Collab. with Com. Partner		
<input type="checkbox"/> Involvement of more than 1 Community Partner		
<input type="checkbox"/> Enroll in class for special topic		
<input type="checkbox"/> Discussion with Parent/Guardian		

Apply Cancel

**Referral Number:** Enter the referral number for the FRYSC record

*Data Steward* – Student, Family and Community Support

*Screen* - Students/Add/Edit Student Information/User Record/FRYSC User Record

**Referral Date:** Enter the referral date for the FRYSC record

*Data Steward* – Student, Family and Community Support

*Screen* - Students/Add/Edit Student Information/User Record/FRYSC User Record

**Referred By:** Select from the drop down menu who the student was referred by

*Data Steward* – Student, Family and Community Support

*Screen* - Students/Add/Edit Student Information/User Record/FRYSC User Record

**Referral Reason(s):** Check all that apply:

- Academic Support
- Adult/Child Protect
- Adult Ed (GED/Lit)
- Attendance
- Basic Needs
- Behavior Problems
- Birth to 3 Families
- Child Care
- Employment
- Free Lunch Assistance
- Health Services
- Legal/Criminal Issues
- Life Skills
- Drug and Alcohol
- Crisis Intervention
- Mental Health
- Mentoring

- Non-School Hour Program
- Parent/Child Activity
- Parent Contact
- Parent Involvement
- Parenting Skills
- Peer Relations
- Prevention Activity
- Recreation/Enrichment
- Student Recognition
- Transitional Program
- Transportation
- Other

**Severity of Issues:** Select from the drop down menu the appropriate level

- Mild to Minimal
- Moderate-Interfere w/school
- Routine issues
- Severe-Threat to school performance

*Data Steward* – Student, Family and Community Support

*Screen* - Students/Add/Edit Student Information/User Record/FRYSC User Record

**Anticipated Plan:** Select from the drop down menu the anticipated plan

- No further service-close referral
- Ongoing contact-as needed
- Weekly contact-1 per week minimum
- Ongoing collaboration-2-3 times week
- Ongoing intensive weekly –4 or more times week

*Data Steward* – Student, Family and Community Support

*Screen* - Students/Add/Edit Student Information/User Record/FRYSC User Record

**Referral Response(s):** Check all that apply

- Home Visit
- Direct Service/Single Visit
- Referral to In-School Program
- Referral to Community Partner
- Liaison/Collaboration With Teachers
- Liaison/Collaboration with Community Partner
- Involvement of more than 1 Community Partner
- Enroll in class for special topic
- Discussion with Parent/Guardian

*Data Steward* – Student, Family and Community Support

*Screen* - Students/Add/Edit Student Information/User Record/FRYSC User Record

**Outcomes:** Check all that apply

- Improved school performance
- Problems were resolved
- Placed in Special Education Class
- Decline in school performance
- Retained in grade
- Quit school
- Case closed
- Receiving community based services
- Family receiving community based services
- Family moved and left school district

*Data Steward* – Student, Family and Community Support

*Screen* - Students/Add/Edit Student Information/User Record/FRYSC User Record

## Students | Add/Edit Student Information | User Record | Gifted and Talented User Record

**Gifted Form**

Gifted Category: **Creative or Divergent Thinking**

**Service Delivery Options**

<b>Various Acceleration Options</b>	<b>Differentiated Study Experiences in Classroom</b>
<input type="checkbox"/> Early Exit Primary	<input type="checkbox"/> Individuals
<input type="checkbox"/> Grade Skipping	<input type="checkbox"/> Cluster Groups
<input type="checkbox"/> Cont Curr Higher Gr	<input type="checkbox"/> Distance Learning
<input type="checkbox"/> Dual Enroll Courses	<input type="checkbox"/> KVHS Courses
<input type="checkbox"/> Dual Credit Courses	<input type="checkbox"/> Video Courses
<input type="checkbox"/> Early Exit High Sch	<input type="checkbox"/> Other Online Course
<input type="checkbox"/> Adv Place And Honors	<input type="checkbox"/> Enrichment Services During the School Day
<input type="checkbox"/> Collaborative Teach	<input type="checkbox"/> Independent Study
<input type="checkbox"/> Special Counseling	<input type="checkbox"/> Mentorship
<b>Resource Services</b>	<input type="checkbox"/> Seminars
<input type="checkbox"/> Pullout Setting	<input type="checkbox"/> Travel Study Options
<input type="checkbox"/> Appropriate Inst Set	<input type="checkbox"/> Special Schools, 4-12
<input type="checkbox"/> Consortium	<input type="checkbox"/> Self Contained Classroom, 4-12
<input type="checkbox"/> Underachieving	

**Apply** **Cancel**

**Gifted Category:** Select from the drop down menu the gifted category from the drop down menu that you are reporting:

- Creative or Divergent Thinking Ability
- General Intellectual Ability
- Psychosocial or Leadership Skills
- Specific Academic Aptitude-Language Arts
- Specific Academic Aptitude-Math
- Specific Academic Aptitude-Science
- Specific Academic Aptitude-Social Studies
- Visual or Performing Arts-Art
- Visual or Performing Arts-Dance
- Visual or Performing Arts-Drama
- Visual or Performing Arts-Music

**For Primary Talent Pool Student you must fill out a Gifted User Record, but leave the gifted category as default to 'Creative or Divergent Thinking' and fill out the appropriate service delivery options.**

*Data Steward – Curriculum*

*Screen - Students/Add/Edit Student Information/User Record/2004-05 Gifted*

**Service Delivery Options:** Please select all that apply to the specified gifted category:

- Various Acceleration Options:
  - Early exit from Primary
  - Grade skipping
  - Content/curriculum in one (1) or more subject areas from a higher grade level: --
  - Applies only to students who physically move to a higher grade level class for instruction in a content area
  - Dual Enrollment Courses -- Courses for which the student is eligible for both high school and college credit. Does not include AP or IB
  - Dual Credit Courses - Courses for which the student is eligible for both high school and college credit and receives credit at both
  - Early exit from high school
- Advanced Placement and Honors Courses
- Collaborative Teaching and Consultation Services
- Special Counseling Services
- Differentiated study experiences in the classroom:
  - Individuals
  - Cluster groups
- Distance learning:
  - KVHS courses
  - Video courses
  - Other online course
- Enrichment services during the school day (not extracurricular)
- Independent study.
- Mentorship
- Resources services:
  - Pull-out setting
  - Appropriate instructional setting
  - Consortium
- Seminars
- Travel study options U.S. or overseas credit earned - Does not include field trips or competitions.
- Special schools, 4-12
- Self-contained classrooms, 4-12

**Underachieving:** Primary Talent Pool Underachieving - Students who have a significant gap between potential ability and demonstrated achievement to a degree that there is an overall diminished ability to achieve at the expected level of ability are said to be underachieving. Primary Talent Pool students or high potential learners working below their current Primary level are considered underachievers.

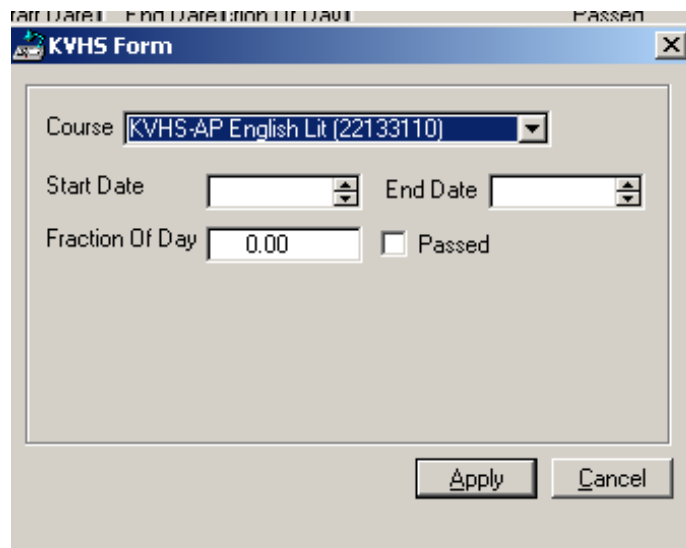
Grades 4-12 Underachieving - Students who have a significant gap between potential ability and demonstrated achievement to a degree that there is an overall diminished ability to achieve at the expected level of ability are said to be underachieving. Students in grades 4-12 working at or below their grade level in any or all areas of identification are considered underachievers.

*Data Steward – Curriculum*

*Screen - Students/Add/Edit Student Information/User Record/2004-05 Gifted*

## Students | Add/Edit Student Information | User Record | KVHS User Record

This user record must be filled out for any student taking a virtual course offsite

A screenshot of a Windows-style dialog box titled "KVHS Form". The dialog has a blue title bar with a close button (X) on the right. Inside the dialog, there is a "Course" label followed by a dropdown menu showing "KVHS-AP English Lit (22133110)". Below this are two date fields: "Start Date" and "End Date", each with a small calendar icon to its right. Below the dates is a "Fraction Of Day" label followed by a text box containing "0.00". To the right of the text box is a checkbox labeled "Passed". At the bottom right of the dialog are two buttons: "Apply" and "Cancel".

**Course:** Use the drop down menu to select the virtual course taken offsite

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/User Record/KVHS Form*

**Start Date:** Enter the month day and year (##/##/##) the student started the virtual course

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/User Record/KVHS Form*

**End Date:** Enter the month day and year (##/##/##) the student ended the virtual course

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/User Record/KVHS Form*

**Fraction of Day:** Enter the fraction of the day the student used to participate in the course

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/User Record/KVHS Form*

**Passed:** Check if student passed the virtual course. Student must pass the course for the school/district to receive ADA funds.

*Data Steward – School Finance*

*Screen - Students/Add/Edit Student Information/User Record/KVHS Form*

## Students | Add/Edit Student Information | User Record | TEDS User Record

The screenshot shows a window titled "Update Records...". It contains the following fields and controls:

- School Year: 2004-2005 (dropdown)
- CIP Code: Agriculture - AG Business [01.0101] (dropdown)
- Program Enrollment Date: (calendar icon)
- Education Level: (dropdown)
- Daily Att Hrs: (dropdown)
- Special Populations: (dropdown)
- Student Objective: (dropdown)
- Termination Status: (dropdown)
- Date: (calendar icon)
- ONET Code Earned: (dropdown)
- ONET Date: (calendar icon)
- Skills Standards: (dropdown)
- Work Based Learn: (dropdown)
- Tech Prep: ☐
- Credential Earned: (dropdown)
- Industry Certificate: (dropdown)
- Buttons: Apply, Cancel

**CIP Code:** Use the drop down menu to select the appropriate career major/CIP code  
*Data Steward – Career and Technical Education*  
*Screen - Students/Add/Edit Student Information/User Record/TEDS Data Form*

**Program Enrollment Date:** Enter the month, day and year (##/##/##) the student enrolled in the program  
*Data Steward – Career and Technical Education*  
*Screen - Students/Add/Edit Student Information/User Record/TEDS Data Form*

**Education Level:** Use the drop down menu to choose the education level of the student: 7<sup>th</sup> grade, 8<sup>th</sup> grade, 9<sup>th</sup> grade, 10<sup>th</sup> grade, 11<sup>th</sup> grade, and 12<sup>th</sup> grade  
*Data Steward – Career and Technical Education*  
*Screen - Students/Add/Edit Student Information/User Record/TEDS Data Form*

**Daily Attendance Hours:** Use the drop down menu to select the number of hours per day the student is enrolled in the program: .5 – 7.0  
*Data Steward – Career and Technical Education*  
*Screen - Students/Add/Edit Student Information/User Record/TEDS Data Form*

**Special Populations:** Use the drop down menu to select special populations category  
*Data Steward – Career and Technical Education*  
*Screen - Students/Add/Edit Student Information/User Record/TEDS Data Form*

**Student Objective:** Use the drop down menu to select Student Objective: Exploring, Preparatory  
*Data Steward – Career and Technical Education*  
*Screen - Students/Add/Edit Student Information/User Record/TEDS Data Form*

**Termination Status:** Use the drop down menu to select the appropriate Termination Status  
*Data Steward – Career and Technical Education*  
*Screen - Students/Add/Edit Student Information/User Record/TEDS Data Form*

**Date:** Enter the month, day and year (##/##/##) of termination  
*Data Steward – Career and Technical Education*  
*Screen - Students/Add/Edit Student Information/User Record/TEDS Data Form*

**ONET Code:** Use the drop down menu to select the appropriate ONET Code

*Data Steward* – Career and Technical Education

*Screen* - Students/Add/Edit Student Information/User Record/TEDS Data Form

**ONET Date:** Enter the month, day and year (##/##/##) of ONET certification

*Data Steward* – Career and Technical Education

*Screen* - Students/Add/Edit Student Information/User Record/TEDS Data Form

**Skills Standard:** Use the drop down menu to select “Yes” or “No” to indicate whether the student received a Skills Standard Certificate in this program

*Data Steward* – Career and Technical Education

*Screen* - Students/Add/Edit Student Information/User Record/TEDS Data Form

**Work Based Learning:** Use the drop down menu to select the type of Work Based Learning experience

*Data Steward* – Career and Technical Education

*Screen* - Students/Add/Edit Student Information/User Record/TEDS Data Form

**Tech Prep:** Check the box to indicate that the student is a Tech Prep student, a student with an Individual Graduation Plan and is enrolled in a sequence of integrated academic/technical non-duplicative secondary/postsecondary course sequence that leads to a postsecondary educational outcome in a technical career. (Funding is available for Tech Prep Students in 9-12 grades.) For accountability purposes, the student is counted as a Tech Prep student when this criteria has been met and the student enrolls in the first technical class.

*Data Steward* – Career and Technical Education

*Screen* - Students/Add/Edit Student Information/User Record/TEDS Data Form

**Credential Earned:** Use the drop down menu to select the credential earned (user may only select one per record)

*Data Steward* – Career and Technical Education

*Screen* - Students/Add/Edit Student Information/User Record/TEDS Data Form

**Industry Certificate:** Use the drop down menu to select appropriate Industry Certificate

*Data Steward* – Career and Technical Education

*Screen* - Students/Add/Edit Student Information/User Record/TEDS Data Form

## Students | Add/Edit Student Information | Guardian+

### Table Name/Description – People Table (peo tables)

**Last Name:** The last name given to a guardian at birth or legal court documents, as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate.

*Data Steward – Data Policy Management and Research*

*Screen - Students/Add/Edit Student Information/Guardian+*

**First Name:** The first name given to a guardian as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. The first name should contain the proper first name of the guardian, please don't use nickname here.

*Data Steward – Data Policy Management and Research*

*Screen – Students/Add/Edit Student Information/Guardian+*

**Middle Name:** The middle name given to a guardian as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. If a guardian does not have a middle name it should be left blank. If only the middle initial is given, do not put punctuation at the end of the letter.

*Data Steward – Data Policy Management and Research*

*Screen - Students/Add/Edit Student Information/Guardian+*

**Address 1:** Mailing address, standard USPS abbreviations: Court - Ct; Road - Rd; Avenue - Ave; Street - St; Boulevard - Blvd; Parkway - Pkwy; Highway - Hwy; Route - Rt; Lane - Ln; Circle - Cir; Place - Pl; Drive - Dr

*Use F12, shortcut key, to copy mailing address of student to this field*

NO PUNCTUATION; TOGGLE CASE

To view the guidelines for address standardization at

<http://www.abspresort.com/client/addstan.htm>

An address must be entered for each guardian, if not in the same household

*Data Steward – Data Policy Management and Research*

*Screen – Students/Select Add/Edit Student Information/Guardian+*

**City:** City of *mailing* address. An address must be entered for each guardian, if not in the same household

*Data Steward* – Data Policy Management and Research

*Screen* - Students/Select Add/Edit Student Information/Guardian+

**State:** State of *mailing* address. Use the official USPS abbreviation (i.e., KY=Kentucky, TN=Tennessee)

To view the guidelines for address standardization at

<http://www.abspresort.com/client/addstan.htm>

An address must be entered for each guardian, if not in the same household

*Data Steward* – Data Policy Management and Research

*Screen* - Students/Select Add/Edit Student Information/Guardian+

**Zip Code:** Zip Code of *mailing* address-5 digit code required; 4 digit extended zip code optional

An address must be entered for each guardian, if not in the same household

*Data Steward* – Data Policy Management and Research

*Screen* - Students/Select Add/Edit Student Information/Guardian+

**Phone:** Enter the 3-digit area code and phone number - FORMAT ###-###-####. If a student does not have a phone number, enter 000-000-0000

*Data Steward* – Data Policy Management and Research

*Screen* – Students/Select Add/Edit Student Information/Guardian+

**Relation:** Select the appropriate relationship of guardian to the student **(Initial Entry Only)**

*Data Steward* – Data Policy Management and Research

*Screen* – Students/Select Add/Edit Student Information/Guardian+

**Gender:** Select the Guardian's gender - Male or Female

*Data Steward* – Data Policy Management and Research

*Screen* - Students/Add/Edit Student Information/Guardian+

## Students | Add/Edit Student Information | Attendance

### Table Name/Description – Student Attendance (atx tables)

**Date of absence:** Actual month, day, year (##/##/##) of absence, the system will default to the current date

*Data Steward* – School Finance

*Screen* - Students/Add/Edit Student Information/Attendance

**Type:** Use the drop down menu to select type of absence. A pupil absent less than 35% of the school day is tardy; 35%-84% is half-day absence; greater than 84% is all-day absence

*Data Steward* – School Finance

*Screen* - Students/Add/Edit Student Information/Attendance

**Code:** Choose from the drop down menu excused & unexcused absences determined by local school board; School Finance has suggested guidelines for designating absences in DPP manual reference guidelines

*Data Steward* – School Finance

*Screen* - Students/Add/Edit Student Information/ Attendance

**Period:** Choose from the drop down menu the excused & unexcused absences determined by local school board for the period; School Finance has suggested guidelines for designating absences in DPP manual reference guidelines

*Data Steward* - School Finance

*Screen* - Students/Add/Edit Student Information/Attendance

## Students | Add/Edit Student Information | Discipline

**Record will be Added (Aaron, Hank)**

Number: 1

Discipline  
 Date: 6/17/04 Thursday Time: 5:35PM Period:  
 Course: Teacher:  
 Incident: Location:

Infraction: Select Appropriation Action Demerits: 0.0 Remaining: 0.0  
 Disposition: Admin Date\$:  
 Disp Date\$: Start Time: Administrator: Newton, Windy  
 End: End Time: Conference \$: Time:  
 Days: 0 Hrs: 0 Min: 0 Alert Value: 0 9  
 Relation: 0

Notes:

Post Attendance ? OK Cancel

### Table Name/Description – Discipline Table (Header) (dih tables)

#### Discipline

**Date:** Enter month, day, year (##/##/##) the infraction occurred  
*Data Steward* - Student, Family, Community Support  
*Screen* – Students/Add/Edit Student Information/Discipline

**Time:** Enter the time the infraction occurred  
*Data Steward* - Student, Family, Community Support  
*Screen* – Students/Add/Edit Student Information/Discipline

**Teacher Name:** Select the legal name of the teacher involved in discipline action  
*Data Steward* – School Finance  
*Screen* – Students/Add/Edit Student Information/Discipline

**Disposition Date:** Enter month, day, year (##/##/##) punishment is to begin  
*Data Steward* - Student, Family, Community Support  
*Screen* – Students/Add/Edit Student Information/Discipline

**Disposition Start Time:** Enter the start time of the disposition  
*Data Steward* - Student, Family, Community Support  
*Screen* – Students/Add/Edit Student Information/Discipline

**Ending Disposition Date:** Enter month, day, year (##/##/##) the disposition ends for all Safe Schools Infractions; Best Practice - Enter the date the disposition ends for any non-Safe Schools Infractions  
*Data Steward* - Student, Family, Community Support  
*Screen* – Students/Add/Edit Student Information/Discipline

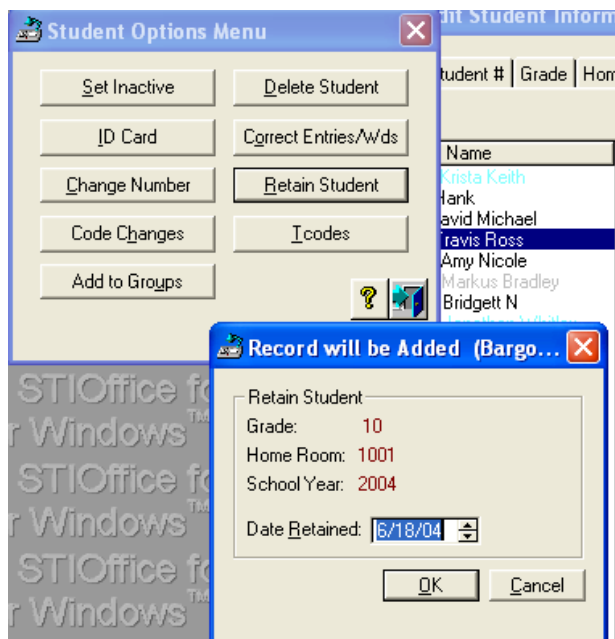
## Table Name/Description – Discipline Dispositions Table (did tables)

**Disposition:** Select the appropriate disposition from the drop down. For Safe Schools dispositions: SSP1 - Expelled, Receiving Services; SSP2 - Expelled, Not Receiving Services; SSP3 - Out of School Suspension; SSP5 – Corporal Punishment; SSP6 - Law Only; Best Practice - Establish district wide standardized Discipline Codes **SSP4 can still be used but is not required; Create incident should be set to NO in Code Maintenance**

*Data Steward* - Student, Family, Community Support

*Screen* – Students/Add/Edit Student Information/Discipline

## Students | Add/Edit Student Information | Options | Retain Student



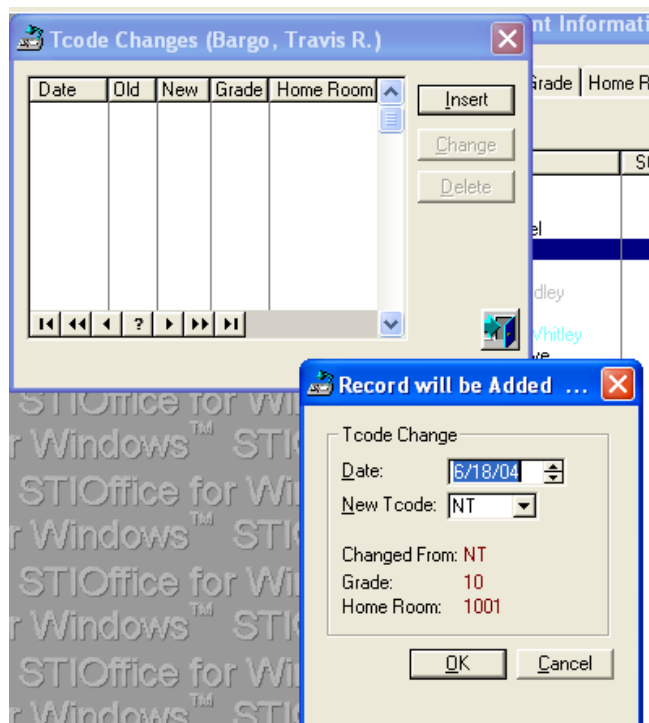
## Table Name/Description – Students Retained (str tables)

**Date Retained:** Enter the date the student is retained

*Data Steward* – School Finance

*Screen* – Students/Select Add/Edit Student Info/Options/Retain Student

## Students | Add/Edit Student Information | Options | Tcodes



### Table Name/Description – Tcode changes (tcd tables)

**Date:** Select the date the new transportation code went into effect

*Data Steward – School Finance*

*Screen – Students/Add/Edit Student Info/Options/Tcode*

**New Tcode:** Select from the drop down menu the new student transportation code as transportation status changes

*Data Steward – School Finance*

*Screen – Students/Add/Edit Student Info/Options/Tcode*

## Students | Add/Edit Student Information | User File 1

Required to be filled out for out of district students only

**District of Residence:** Select from drop down menu the district of residence (where the student lives)

*Data Steward – School Finance*

*Screen - Students/Select Add/Edit Student Info/User File 1*

**District of Record:** Select from drop down menu the name of the district in which the student is normally taught

*Data Steward – School Finance*

*Screen - Students/Select Add/Edit Student Info/User File 1*

**School of Record:** Select from drop down menu the name of the location in which the student is normally taught

*Data Steward – School Finance*

*Screen - Students/Select Add/Edit Student Info/User File 1*

**District Attending:** Select from drop down menu the name of the district actually attending when student is sent to another school by the school of record

*Data Steward – School Finance*

*Screen - Students/Select Add/Edit Student Info/User File 1*

**School Attending:** Select from drop down menu the name of the location actually attending when student is sent to another school by the school of record

*Data Steward – School Finance*

*Screen - Students/Select Add/Edit Student Info/User File 1*

**District of Accountability:** Select from drop down menu the name of the district where the test scores go

*Data Steward – Assessment and Accountability*

*Screen - Students/Select Add/Edit Student Info/User File 1*

**School of Accountability:** Select from drop down menu the name of the location where the test scores go

*Data Steward – Assessment and Accountability*

*Screen - Students/Select Add/Edit Student Info/User File 1*

**Out of State:** Checkbox to indicate an out of state student  
*Data Steward* – Assessment and Accountability  
*Screen* - Students/Select Add/Edit Student Info/User File 1

## “Teacher’s” Menu

### Teachers | Add/Edit Teacher Information

**Record will be Added ()**

**Teacher Information**

Number:  Home Rm:  Room #:  DOB:  Gender: ☒ M ☐ F

Title:  Emp Type:  Race:

First Name:  Emergency:  Phone:

Middle Name:  SSN:  Alternate:  ☐ Home School

Last Name:  Formal Name:  Picture:

**Address**

Street:

City:  State:  Zip:

Phone:

**Summer**

Street\$:

City\$:  State\$:  Zip\$:  Phone\$:

**Tenure**

Type:  Class:  Degree:

☒ No ☐ Yes

Hired:  Yrs Exp:  ETE:  ☐ Itinerant

**User Info**

Code:  Pass:  Expiration Days:

Group:  Last Change:

**Pin Numbers:**

Caller:  Home:

#### Table Name/Description – Teacher (tea tables)

**Title:** Use standard titles: Mr, Mrs, Ms, Rev, Sr, Dr, Col, Fr—NO PUNCTUATION  
*Data Steward* – School Finance  
*Screen* - Teachers/Add/Edit Teacher Information

**Employee Type:** Select the employee's Employee Type as Teacher, Counselor, or Administrator for all certified staff and Support or Other for all classified staff  
*Data Steward* – School Finance  
*Screen* - Teachers/Add/Edit Teacher Information

**Alternate Teacher Number:** Field only used if teacher's social security number begins with the Number '0'  
*Data Steward* – Data Policy Management and Research  
*Screen* – Teachers/Add/Edit Teacher Information

**First Name:** The first name given to a teacher as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate.  
*Data Steward* – School Finance  
*Screen* - Teachers/Add/Edit Teacher Information

**Last Name:** The last name given to a teacher as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate.  
*Data Steward* – School Finance  
*Screen* - Teachers/Add/Edit Teacher Information

**Middle Name:** The middle name given to a teacher as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate.

*Data Steward* – School Finance

*Screen* - Teachers/Add/Edit Teacher Information

**DOB:** Enter the birth date of teacher MM/DD/YY

*Data Steward* – School Finance

*Screen* - Teachers/Add/Edit Teacher Information

**Emergency Contact:** Enter first and last name of emergency contact

*Data Steward* – School Finance

*Screen* - Teachers/Add/Edit Teacher Information

**Race:** General racial category which most accurately reflects the individual's identity

*Data Steward* – School Finance

*Screen* - Teachers/Add/Edit Teacher Information

**Gender:** Select the gender of the teacher, Male or Female

*Data Steward* – School Finance

*Screen* - Teachers/Add/Edit Teacher Information

**Social Security Number:** This field should contain the official number given by the Social Security Administration.

*Data Steward* – School Finance

*Screen* - Teachers/Add/Edit Teacher Information

# **“Courses” Menu**

## **Courses | Scheduling | Home Room/Group Maintenance**

The screenshot shows a software window titled "Home Room/Group Maintenance". At the top, it says "Working on:". Below this, there is a "Build" section with a dropdown menu set to "Groups" and a "Group:" dropdown menu showing a list of clubs. The list includes: K-DEC \*Dist Education Club, K-DRA \*Drama, K-FBL \*Future Business, K-FCC \*Family Career/Comm, K-FEA \*Future Educators (highlighted), K-FFA \*Future Farmers, K-FHA \*Future Homemakers, K-FL \*Foreign Language, K-GS \*Girl Scouts, and K-HOS \*Health Occupations. To the right of the group list are buttons for "New Group", "Build QBE", and "Students: 3". Below the group list are checkboxes for "Include", "Withdrawn", and "Inactive", and an "Edit" section with buttons for "Insert", "Delete", "Cycle", and "Delete All". At the bottom, there is a "Last Name:" text field and a "Build by:" section with buttons for "Period", "Grade", and "Grp/Hr".

Student Name	Student #	Group
Reeves, Matthew	53	K-FEA *Future Educators
Rice, Brianna M.	54	K-FCC *Family Career/Comm
Roark, Grant A.	54	K-FEA *Future Educators

**Group:** Any students in the following clubs must be tracked for TEDS reporting purposes:

- VICA – Vocational Industrial Clubs of America
- FBLA – Future Business Leaders of America
- HOSA – Health Occupational Students Association
- DECA – Distributive Education Clubs of America
- FFA – Future Farmers of America
- TSA – Technology Student Association
- FCCLA – Family, Career and Community Leaders of America
- FEA – Future Educators of America

*Data Steward* – Career and Technical Education

*Screen* - Courses/Scheduling/Home Room/Group Maintenance/Build (use drop down menu to select Group)

## Courses | Valid Course

### Table Name/Description – Valid Course Table (crv tables)

**Alternate Course Number:** To be used by KDE to set standardized course numbers for each course

*Data Steward - Curriculum*

*Screen - Courses/Valid Courses/Change/Course Info Tab*

**Credit:** Enter the amount of credit to be awarded upon successful completion of course

*Data Steward - Curriculum*

*Screen - Course/Valid Courses/Change/Course Info Tab*

**Difficulty Level:** Select from the drop down menu if AP course or IB course

*Data Steward - Curriculum*

*Screen - Course/Valid Courses/Change Button Box/Course Info Tab*

**Max students per section:** Set number of students allowed per section in Master Schedule

*Data Steward - Educator Recruitment and Retention*

*Screen - Course/Valid Courses/Change/Master Builder Info Tab*

**Weight Additive:** Weight additive defaults to 0.000, leave this as is, unless you want to allow extra points to be added upon completion of the course.

*Data Steward - Curriculum*

*Screen - Course/Valid Courses/Change/Course Info Tab*

**Weight Multiplier:** Weight multiplier defaults and should remain at least 1.000. Percentage added for GPA calculation only.

*Data Steward - Curriculum*

*Screen - Courses/Master Schedule*

## Courses | Master Schedule

**Master Schedule**

Record will be Added

Course Number: 2309.01 Alt Num: Linked: ☐

Long Desc: Short Desc: Portfolio

Teacher: Room: ☐ Certified ☐ Highly Qualified Teacher

Beginning Period: 0 Total Periods: 1

Terms Offered: ☐ 1 ☐ 2

Credit: 0.000 Attempted: 0.500 Weight Add: 0.000 Weight Mult: 1.000

Instruct Setting: Scale: Grading Scale 1

Teaching Method: Type: Diff Lvl: AP

Funding Method: Gender Only: ☒ Both ☐ M ☐ F

Attendance Type: ☒ Inst ☐ Non-Instruct

Grading Period for Credit: ☐ 1 ☒ 2 ☐ 3 ☒ 4

Mages and Counts: 1 0 2 0

OK Cancel

### Table Name/Description - Master Schedule (crm tables)

**Highly Qualified Teacher:** Indicate the NCLB Act Highly Qualified Teacher status for this assignment – link for Highly Qualified calculator:

<http://wd.kyepsb.net/DotNet/HQCalculator/home.asp>

*Data Steward – Education Professional Standards Board*

*Screen - Courses/Master Schedule*

**Beginning Period:** Enter the beginning period for the class

*Data Steward – School Finance*

*Screen - Courses/Master Schedule*

**Weight Additive:** Weight additive defaults to 0.000, leave this as is, unless you want to allow extra points to be added upon completion of the course.

*Data Steward - Curriculum*

*Screen - Courses/Master Schedule*

**Weight Multiplier:** Weight multiplier defaults and should remain at least 1.000. Percentage added for GPA calculation only.

*Data Steward - Curriculum*

*Screen - Courses/Master Schedule*

**Difficulty Level:** Select from the down menu if AP course or IB course

*Data Steward – Curriculum*

*Screen - Courses/Master Schedule*

**Attendance Type:** Mark every course as Instruction (Inst) in the Attendance type section

*Data Steward – Curriculum*

*Screen – Courses/Master Schedule*

# “Utilities” Menu

## Utilities | System Utilities | System File Information

**Record will be Changed**

School Information | More... | System Information | District Enrollment

Code: 123 System Password: XXXXXXXX

Name: OET Test School School Year: 2003 to 2004

Address 1: 140 School Street

Address 2: P O Box 520

City: Test City St: KY Zip: 99999

Phone: 502-999-3129 Fax: 999-3337

E-mail:

School Number: 123

District Name: Adair County

Principal: Mr. John Q Principal

School Type: Elementary School

Grades: 2 to 12 Gen Fee: \$0.00

Terms: 2 Per: 7 Lunch: 4

1: First Semester

2: Second Semester

☐ No Credits Earned

☒ Any Counselor, Any Student

☐ Title 1- IAS ☐ Title 1- SWP

OK Cancel

### Table Name/Description – System Table (sys table)

**Code:** Enter the 3-digit location number assigned by KDE

*Data Steward - Data Policy Management and Research*

*Screen - Utilities/System Utilities/System File Information/School Information tab*

**System Password:** **System password should not be default password when software first installed (i.e. pass);** up to 8 characters; all users should not have access to this password

*Data Steward – Office of Education Technology*

*Screen - Utilities/System Utilities/System File Information/School Information tab*

**Name:** Enter the official school name

*Data Steward - Data Policy Management and Research*

*Screen - Utilities/System Utilities/System File Information/School Information tab*

**Address 1:** Physical address of school; use standard USPS abbreviations: Court - Ct; Road - Rd; Avenue - Ave; Street - St; Boulevard - Blvd; Parkway - Pkwy; Highway - Hwy; Route - Rt; Lane - Ln; Circle - Cir; Place - Pl; Drive - Dr

NO PUNCTUATION, TOGGLE CASE

To view the guidelines for address standardization at

<http://www.abspresort.com/client/addstan.htm>

*Data Steward – Data Policy Management and Research*

*Screen – Utilities/System Utilities/System File Information/School Information tab*

**Address 2:** Mailing address of school; use standard USPS abbreviations: PO Box  
NO PUNCTUATION, TOGGLE CASE  
To view the guidelines for address standardization at  
<http://www.abspresort.com/client/addstan.htm>  
If mailing address is same as physical, use shortcut F12  
*Data Steward* – Data Policy Management and Research  
*Screen* – Utilities/System Utilities/System File Information/School Information tab

**City:** Enter the city of school's mailing address  
*Data Steward* - Data Policy Management and Research  
*Screen* - Utilities/System Utilities/System File Information/School Information tab

**State:** Enter the state of school's mailing address (system defaults to KY)  
*Data Steward* - Data Policy Management and Research  
*Screen* - Utilities/System Utilities/System File Information/School Information tab

**Zip Code:** Enter the zip code of school's mailing address  
*Data Steward* - Data Policy Management and Research  
*Screen* - Utilities/System Utilities/System File Information/School Information tab

**Phone:** Enter the school's phone number: Format: (###) ###-####  
*Data Steward* - Data Policy Management and Research  
*Screen* - Utilities/System Utilities/System File Information/School Information tab

**Fax Number:** Enter the school's fax number: Format: (###) ###-####  
*Data Steward* - Data Policy Management and Research  
*Screen* - Utilities/System Utilities/System File Information/School Information tab

**School Year 1:** Enter first year (1st semester) of school year (Format: CCYY)  
*Data Steward* – Data Policy Management and Research  
*Screen* – Utilities/System Utilities/System File Information/School Information tab

**School Year 2:** Enter second year (2nd semester) of school year (Format: CCYY)  
*Data Steward* – Data Policy Management and Research  
*Screen* – Utilities/System Utilities/System File Information/School Information tab

**Any counselor, any student:** Check this box, if you want to allow all counselors to view all student records  
*Data Steward* - Curriculum  
*Screen* - Utilities/System Utilities/System File Information/School Information tab

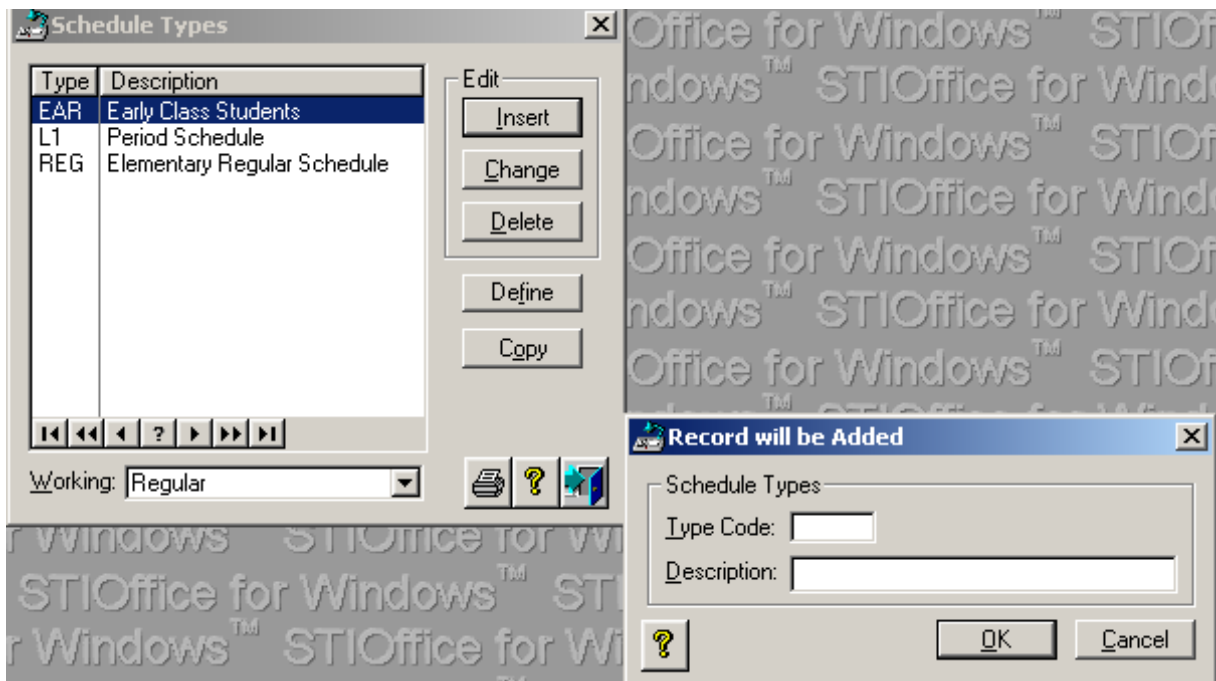
**District Name:** Use the drop down menu to select the district name  
*Data Steward* - Data Policy Management and Research  
*Screen* - Utilities/System Utilities/System File Information/School Information tab

**Principal:** Enter full legal name of school principal  
*Data Steward* - Data Policy Management and Research  
*Screen* - Utilities/System Utilities/System File Information/School Information tab

**School Type:** Use the drop down menu to select the school type (Elementary, High School, Middle School, etc...)  
*Data Steward* – Data Policy Management and Research  
*Screen* – Utilities/System Utilities/System File Information/School Information tab

**Grade Levels:****Starting:** Enter the low grade for this school*Data Steward* - Data Policy Management and Research*Screen* - Utilities/System Utilities/System File Information/School Information tab**Ending:** Enter the high grade for this school*Data Steward* - Data Policy Management and Research*Screen* - Utilities/System Utilities/System File Information/School Information tab**General Fee:** If the SCHOOL charges a general fee for students to attend, the amount should be entered in this one location. It is not necessary to track student payments.*Data Steward* - Data Policy Management and Research*Screen* - Utilities/System Utilities/System File Information/School Information tab**Terms:** Enter the number of times credit is issued during the academic year, or the shortest amount of time a class rotation lasts. These are NOT the same as grading periods.*Data Steward* - School Finance*Screen* - Utilities/System Utilities/System File Information/School Information tab**Periods:** Enter the number of instructional periods in school day*Data Steward* - School Finance*Screen* - Utilities/System Utilities/System File Information/School Information tab**Title 1-TAS (Targeted Assistance School):** A school that is served by Title 1-A and is ineligible or chooses not to be a school wide program. In a Title 1-A (TAS) funds may only be used for programs that provide supplemental services to eligible children identified as having the greatest need for special assistance.*Data Steward* - Federal Programs*Screen* - Utilities/System Utilities/System File Information/School Information tab**Title 1-SWP (School-wide Program):** A school that is served by Title 1-A and has at least 40% low-income families and choose to be a school wide program. In SWP, Title 1-A funds may be used together with federal, state and local funds to upgrade the entire educational program of a school. Only the funds are supplemental particular students are not identified for services. Title 1 funds support all teachers and para-educators**If this selection is made, you do not have to choose Title 1 on Student Demographics for all students.***Data Steward* - Federal Programs*Screen* - Utilities/System Utilities/System File Information/School Information tab

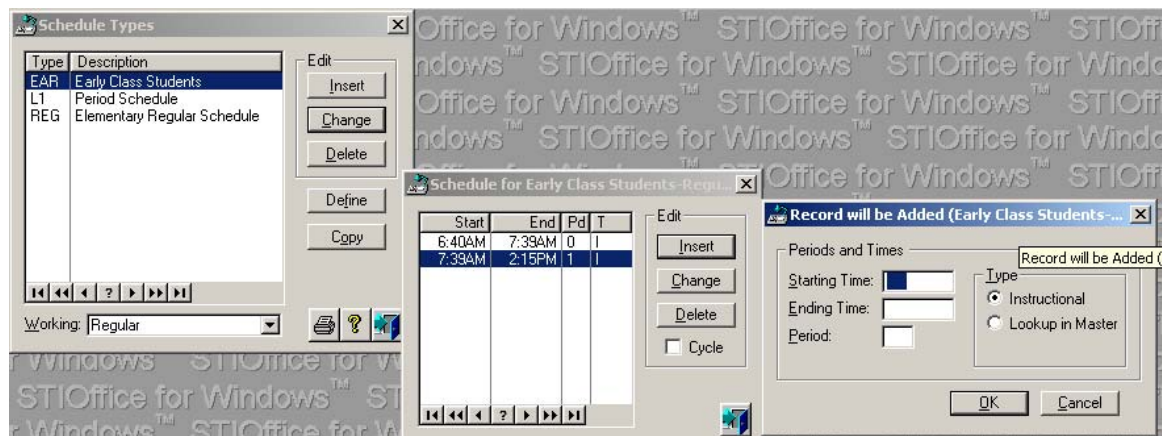
## Utilities | Attendance | Schedule Type Definition



### Table Name/Description – Schedule Type (Period Times) (ash tables)

**Type Code:** Select the bell schedule that best identifies broad category of basic schedule type  
*Data Steward* - Curriculum  
*Screen* - Utilities/Attendance/Schedule Type Definition

## Utilities | Attendance | Schedule Type Definition-Define



### Table Name/Description – Schedule Period Times Detail (asx table)

**Period:** If a student is less than full-time, set up a schedule type for each individual or group of students for a particular schedule; full-time students, the schedule type needs to define the entire school attendance day  
*Data Steward* - School Finance  
*Screen* - Utilities/Attendance/Schedule Type Definition/Define

## Utilities | Attendance | System File

**Record will be Changed**

Terms and Dates

First Semester	8/01/03	Friday	12/19/03	Friday
Second Semester	1/05/04	Monday	5/14/04	Friday

Day Types/Minutes in Day

1:	Regular	
2:	1 Hour Delay	
3:	Early Dismissal	
4:		
5:		
6:		
7:		
8:		

Default Daily Codes

All day: U	AU	E	AX	%:	84.01
Half day:	HU		HX		35.00
Tardy:	TU		TX		0.01
AM:			TX		
PM:			TX		

Default Period Codes

All: U	TU	E	TX	%:	99.99
Half:	TU		TX		50.00
Tardy:	TU		TX		0.01
Start:			TX		
End:			TX		

Option to Change Consecutive Abs

☐ ETE w/Cal Events

☐ Period At For Schedule Only

Advanced

OK

Cancel

Attendance Period: 0 M: 0 I: 0 W: 0 H: 0 E: 0 S: 0

☒ Change Daily At. ☐ Get Sch Type from Master ☐ Ego CI/CO = Exc Absence ☐ Period At w/Reconcile

Change Per. to Match ☐ Leave Absences After Withdrawal ☒ Link CI/CO Codes to Att Codes ...

### Table Name/Description – Attendance System Table (ats tables)

**Absence Type (A=all day H=half T=tardy):** A pupil absent less than 35% of the school day is tardy; 35%-84% is half-day absence; greater than 84% is all-day absence

*Data Steward – School Finance*

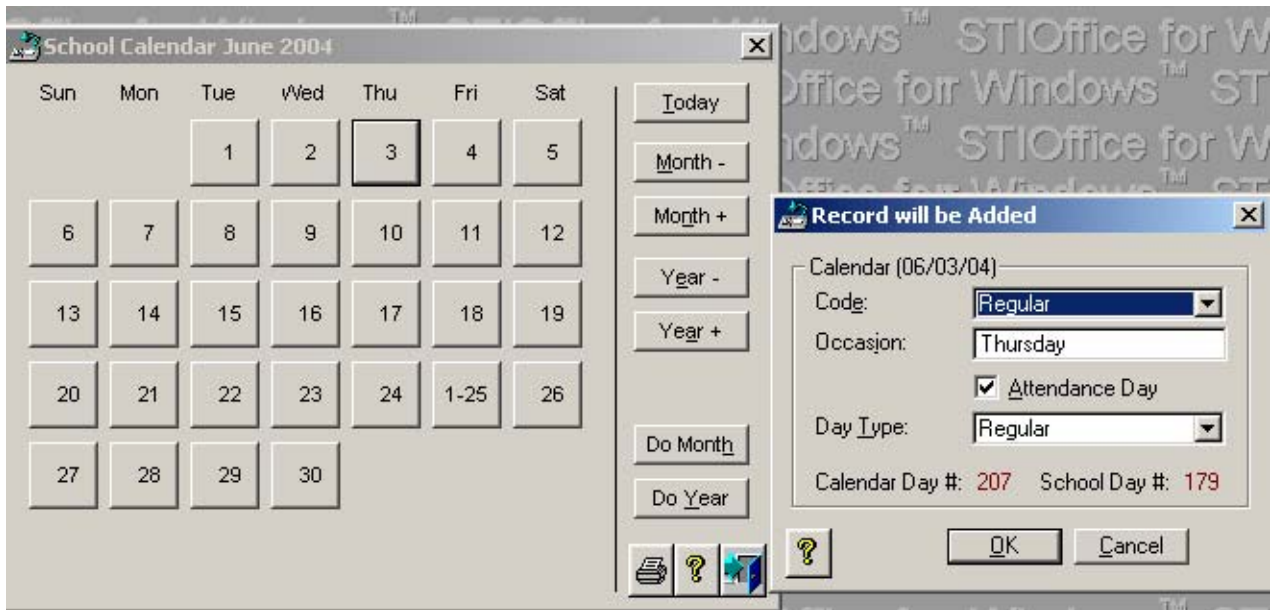
*Screen - Utilities/Attendance/System File*

**Day Types/Instructional Minutes in Day:** Enter the attendance day types and the total number of instructional minutes in the specified day type

*Data Steward – School Finance*

*Screen - Utilities/Attendance/System File*

## Utilites | Attendance | Calendar



### Table Name/Description – Calendar Table (cal tables)

**Date:** Date in the School Calendar

*Data Steward – School Finance*

*Screen - Utilities/Attendance/Calendar/double click on any day in calendar*

**Code (used with alternate day schedule):** Assign the Standard Calendar Codes for each day in the school calendar

*Data Steward – School Finance*

*Screen – Utilities/Attendance/Calendar/double click on any day in calendar*

**Occasion (day of week):** Should be day of week (Monday, etc.) or one of the following standard Occasion descriptions for days which are non-attendance days: Opening, Closing, Teacher Equivalency, Early Dismissal, Professional Development, Holiday; Planning, Disaster, +Other, +Weather, +Break

*Data Steward – School Finance*

*Screen - Utilities/Attendance/Calendar*

**Attendance Day:** Check if day is to be included as part of the school calendar

*Data Steward – School Finance*

*Screen - Utilities/Attendance/Calendar*

**Day Type:** Enter the appropriate Day Type for each day (Regular, Extended, Delay, etc)

*Data Steward – School Finance*

*Screen - Utilities/Attendance/Calendar*

## Utilities | Attendance | Quick Assign Attendance Groups to Students

The screenshot shows a software window titled "Quick Assign Attendance Groups to Students". Inside the window, there are several input fields and controls:

- Attendance Group Record**: A label above a dropdown menu.
- Event Code**: A text field next to a small downward arrow icon.
- Type**: A group box containing three radio button options: "Entry" (selected), "Withdrawal", and "Reentry".
- Date**: A date picker showing "12/30/03".
- Unit**: A text field showing "1.000".

Below these fields is a large table with six columns: "Student Name", "Student Number", "Grd", "Home Rm", "S", and "R". The table is currently empty. To the right of the table are two buttons: "Insert" and "Delete". At the bottom left of the window is a navigation bar with icons for first, previous, next, last, help (?), and other functions. At the bottom right are icons for saving (floppy disk) and printing (printer).

### Table Name/Description – Attendance Groups (dgp tables)

**Event Code:** Select from the drop down menu the type of attendance group to be assigned to the students

*Data Steward* - School Finance

### Screen – Utilities/Attendance/Quick Assign Attendance Groups to Students

**Type:** Select the type of entry into Attendance Group: Entry - first time to be entered in attendance group for school year; Withdrawal - select upon exit from attendance group; Re-entry - select upon re-entry into same attendance group during school year

*Data Steward* - School Finance

### Screen – Utilities/Attendance/Quick Assign Attendance Groups to Students

**Date:** Enter the date of the entry, withdrawal or re-entry into a given attendance group

*Data Steward* - School Finance

*Screen – Utilities/Attendance/Quick Assign Attendance Groups to Students*

## Utilities | Transcripts | Schools

The screenshot shows the 'Transcript Schools' application window. It features a table with two columns: 'School Code' and 'School Name'. The table lists several schools, including BELL (Bell County High), BHS (Barbourville High School), CAW/ODD (Cawood High School), ESTILL (Estill County High School), HLMS (Holmes High School), KCHS (Knox Central High School), KYTEST (Kentucky Test School), LCHS (Lynn Camp High School), MIDD (Middlesboro High School), PBGH (Palm Beach Garden High), PITT (Shaler Area School District), and ST.C (Saint Camillus Academy). Below the table is a 'School Code' input field. To the right of the table are buttons for 'Insert', 'Change', and 'Delete'. A 'Record will be Added' dialog box is open in the foreground, showing fields for 'Transcript Schools', 'School Code', 'School Name', 'Address', 'City', 'State', 'Zip', 'Principal', 'District Name', 'State Number', and 'Type' (set to 'Public'). It has 'OK' and 'Cancel' buttons.

### Table Name/Description – Transcript Table (psc tables)

**School Code:** 3-digit location number assigned by KDE  
*Data Steward – Data Policy Management and Research*  
*Screen - Utilities/Transcripts/Schools*

**School Name:** Enter the official school name  
*Data Steward – Data Policy Management and Research*  
*Screen - Utilities/Transcripts/Schools*

**Address:** Mailing address; standard USPS abbreviations: Court - Ct; Road - Rd; Avenue - Ave; Street - St; Boulevard - Blvd; Parkway - Pkwy; Highway - Hwy; Route - Rte; Lane - Ln; Circle - Cir; Place - Pl; Drive - Dr  
 NO PUNCTUATION; TOGGLE CASE  
 To view the guidelines for address standardization at  
<http://www.abspresort.com/client/addstan.htm>  
*Data Steward – Data Policy Management and Research*  
*Screen - Utilities/Transcripts/Schools*

**City:** City of mailing address  
*Data Steward – Data Policy Management and Research*  
*Screen - Utilities/Transcripts/Schools*

**State:** State of School's mailing Address  
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*Screen - Utilities/Transcripts/Schools*

**Zip Code:** Zip Code of mailing address-5 digit code required; 4 digit extended zip code optional  
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**Principal:** Full and Legal Name of school principal  
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**District Name:** Enter the district name in which the school is located  
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**State Number:** Enter the appropriate 6 digits. A combination of the KDE assigned district and location number  
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**School Type:** Select the appropriate school type (public, non-public, etc)  
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# Code Maintenance

## Citizenship Codes

<u>Code</u>	<u>Description</u>
1	Dual National
2	Non-Resident Alien
3	Resident Alien
4	US Citizen
99	Other

<u>Code</u>	<u>Description</u>
98	AP
99	IB

## Discipline Disposition Codes

<u>Codes</u>	<u>Description</u>
SSP1	Receiving Services
SSP2	Not Receiving Services
SSP3	Out of School Suspension

<u>Codes</u>	<u>Description</u>
SSP5	Corporal Punishment
SSP6	Law Only Violation

## Incident Location Codes

<u>Code</u>	<u>Description</u>
SSL1	Classroom/Gymnasium
SSL2	Bus
SSL3	Hallway/Stairwell
SSL4	Cafeteria
SSL5	Campus Grounds
SSL6	Off Campus
SSL7	Restroom